

Tuolumne County Department of Social Services

KENT E. SKELLENGER
Director

20075 Cedar Road North
Sonora, California 95370
(209) 533-5711
FAX (209) 533-5714

SHARON MINOR
Program Manager
Income Maintenance

MARILYN DAY
Program Manager
GAIN/Public Guardian/Adult Services

NANCY LINDGREN
Staff Services Manager
SIU, Information Systems, Administration

ANN CONNOLLY
Program Manager
Child Welfare Services

January 29, 1998
Mr. Curtis Howard
Welfare to Work Division
California Department of Social Services
744 P Street, MS 9-701
Sacramento, CA 95814

Dear Mr. Howard

The purpose of this letter is to further clarify Tuolumne County's CalWORKs plan that was written in accordance with All-County Letter 97-54. The shaded areas represent wording changes.

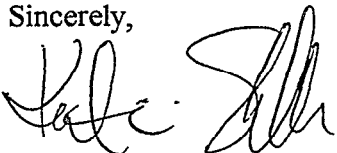
<u>SECTION</u>	<u>PAGE</u>	<u>CLARIFICATION</u>
VI.	9	PLAN FOR SUBSTANCE ABUSE SERVICES (Paragraph 3) Omit, "screening tools to be used."
VI	10	PLAN FOR MENTAL HEALTH SERVICES (Paragraph 3) Omit, "screening tools to be used."
VII	12	MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS -It is the goal of Tuolumne County to make available services to ensure the well-being of CalWORKs families. To achieve that goal, CalWORKs recipients who have exceeded the 18 or 24 month time limit may continue to receive mental health services upon recommendation of a Mental Health professional.
VIII	13	CHILD CARE (Paragraph 4) CalWORKs participants who receive Stage One child care will also be able to choose license exempt providers who meet Trustline requirements.

(Paragraph 6) The Welfare to Work case manager will refer participants to ICES who will assist in finding safe and reliable child care. **Mothers of newborns will be exempt from participation for six months after the birth of their first child while on aid unless child care is available. If child care is available the six month exemption period will be reduced to 12 weeks. The exemption for subsequent children born to a mother while on aid will be 12 weeks.** Gaps in available child care will be reported to ICES or the Tuolumne County Child Care Council.

- VIII 14 TRANSPORTATION (The following replaces paragraph 2) A good cause determination **consistent with the law** will be conducted when an individual fails or refuses to comply with the program requirements based on the remoteness of the employment, offer of employment, activity, or other training for employment.
- XIV 23 ASSISTING FAMILIES TRANSITIONING OFF AID (Paragraph 7) Welfare-to-Work Time Limit - **If the recipient has reached the maximum time limit (18/24 months) for welfare-to-work activities and refuses to accept employment, fails to comply with a self-sufficiency plan, or refuses community service, he or she is subject to sanction. Therefore, he or she will be ineligible for cash aid until the deficiency is rectified.**
- After receiving the maximum amount of welfare-to-work activities (18/24 months), and there is a break in aid, no further welfare-to-work activities will be offered upon reapplication.
- XV 24 JOB CREATION (Paragraph 1) The Economic Development **Company** is applying for the Job Creation Investment Fund (\$53,000) through the Trade and Commerce Agency.
- XVII 26 COMPLIANCE WITH REQUIREMENTS OF CALWORKS (Paragraph 3) State Hearings/Grievance Process - Whenever a participant believes that any program requirement or assignment in this program is in violation of his or her Welfare-to-Work plan or is inconsistent with the Welfare -to-Work article, the participant may request **a Formal County Grievance as described in our GAIN Plan** or request a state hearing pursuant to Manual of Policy and Procedures Division 22.

It is our intention that the above clarifications and changes will bring Tuolumne County's CalWORKs Plan into compliance with the law. We look forward to receiving certification of our program. If you have further questions, please call Marilyn Day (209) 533-5762.

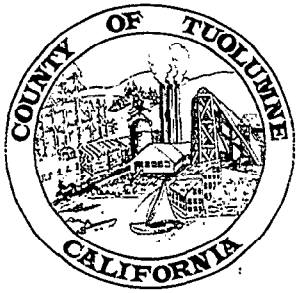
Sincerely,



Kent E. Skellenger, Director

cc: Tuolumne County Board of Supervisors
Mark A. Mitton, County Administrator

wtwplanr



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December 22, 1997

Mr. Curtis Howard
Welfare to Work Division
California Department of Social Services
744 P Street, MS 9-701
Sacramento, CA 95814

Dear Mr. Howard:

In accordance with All-County Letter 97-54, dated September 10, 1997, we are submitting our CalWORKs county plan for certification. This letter will clarify certain portions of the plan as they were explained to the Tuolumne County Board of Supervisors when it was presented and approved by that Board on December 16, 1997, and after discussion with Diane Just, our CDSS Regional Advisor.

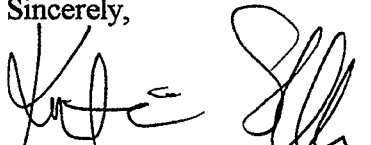
<u>SECTION</u>	<u>PAGE</u>	<u>CLARIFICATION</u>
V.	7 & 8	Tuolumne County's Welfare-to-Work activities that are checked may include, but are not limited to, described services or resources.
VI.	9	Mental Health will be providing substance abuse case management services, however, Welfare-to-Work staff will provide the overall CalWORKs case management services.
VIII.	13	Generally, Welfare-to-Work participants will be expected to participate when their youngest child is over twelve weeks. However, if appropriate child care cannot be found a good cause determination will be made. Our Resource and Referral agency and the County Child Care Council are planning and recruiting additional child care providers to meet the CalWORKs needs. Welfare-to-Work participants who are interested in child care and who would like to be a child care provider will be referred to the Resource and Referral Agency.
VIII.	14	Good cause may be determined for remoteness for a maximum of six months. During this time we will assist the participant with problem solving, resource information and to the extent

possible, we will provide community service slots. After the six month period we will mail the participant an advance transportation check, at the public transportation rate, and explain to them that it is to be used to access mandated Welfare-to-Work activities. If the participant fails to participate after receiving the transportation advance the sanction process will begin.

- IX. 15 The Tuolumne County Probation Department currently supervises a community service program. Therefore, we will utilize this existing resource to assist certain Welfare-to-Work participants in finding community service slots. Whenever possible the job site selection will be chosen to enhance job skills that can lead to employment.
- XIV 23 60 Month Time Limit - A CalWORKs recipient who has received the maximum 60 months of cash aid assistance is ineligible for cash aid and Welfare-to-Work services.
- XVIII 27 The California Indian Manpower Consortium (CIMC) located in Sacramento will continue to make their employment and training program available to members of the Tuolumne Band of Me'Wuk (Tuolumne Rancheria) and members of the Chicken Ranch Band of Me'Wuk (Chicken Ranch Rancheria) or any other eligible tribal member. Eligible tribal members will have the option of choosing CIMC or Welfare to Work. Those CalWORKs participants who choose the CIMC program will be referred upon approval of their CalWORKs application. Through discussions with Rhonda Geisdorff, Program Director of Indian Child Services for Tuolumne Rancheria, and Jan Rydjeske, Tribal Administrator of Chicken Ranch Rancheria, neither tribe plan to administer their own tribal TANF program.

We look forward to receiving certification of our program. If you have question and further clarification is needed please call Marilyn Day (209) 533-5762.

Sincerely,



Kent E. Skellenger, Director

enclosure
wtwplanc1

BOARD OF SUPERVISORS
COUNTY OF TUOLUMNE

2 SOUTH GREEN STREET
SONORA, CALIFORNIA

Excerpt from the official minutes of DEC 16 1997

Welfare Reform Plan/
Cal-Works/Increase
Revenue for Personnel
Positions

Kent Skellenger, Human Services Agency Director, presented the Welfare Reform Plan, and introduced Marilyn Day and Sharon Minor who were instrumental to writing the Plan.

Ms. Day, Ms. Minor, and Terry Easley responded to questions from the Board.

Hope Hill, Tuolumne County Incubator; and Gary Danielson, Mother Lode Independent Living Center, addressed the Board.

It was moved by Supervisor Marks, seconded by Supervisor Pland, and carried by unanimous vote, to approve the Tuolumne County Cal-Works Plan, authorizing the Chairman to sign; recognizing additional revenue of \$177,000, increasing the appropriate expense items as presented for the positions of Employment and Training Worker Supervisor, Range 273, and two Employment and Training Worker I/II positions, Range 223/238.

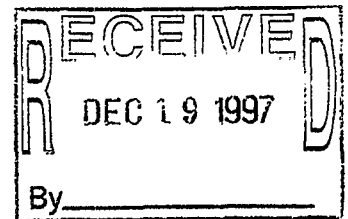
CERTIFICATION OF EXCERPT ONLY
The foregoing instrument is a correct copy
of the original on file in this office

ATTEST: Laura R. Rojas, Deputy
Clerk of the Board of Supervisors
of the County of Tuolumne

Tuolumne County

CalWORKs Plan

Effective January 1, 1998



Tuolumne County Department of Social Services

Kent E. Skellenger, Director
Marilyn Day, Program Manager
Sharon Minor, Program Manager

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code required by
The Welfare to Work Act of 1997, AB 1542.

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I. EXECUTIVE SUMMARY

Briefly describe the CalWORKs program of Tuolumne County. Include:

- (1) A listing of the major program goals and objectives; and*
- (2) A brief description of the major program elements which will contribute to those goals and objectives.*

The Tuolumne County Department of Social Services has developed its plan to provide all required CalWORKs services as required by the Welfare to Work Act of 1997, AB 1542. Tuolumne County has established major program goals and objectives designed to guide the development and implementation of Tuolumne County CalWORKs.

Tuolumne County CalWORKs Goal: To improve the well-being of the Tuolumne County community through the following actions:

- Protecting children and adults who are at risk
- Providing temporary economic assistance
- Promoting personal responsibility, job readiness, self-sufficiency

Objectives:

- Establishing equal partnerships between government agencies, educational institutions, training providers, economic development, business and labor representatives.
- Reducing the number of families dependent on public assistance by providing a range of welfare-to-work activities. These activities will provide early opportunities for participants to obtain unsubsidized employment which leads to self-sufficiency.
- Increasing employment and income among families receiving public assistance by encouraging full-time, part-time, or entry level jobs.
- Eliminating unnecessary duplication of costs by making full use of existing training, education, and supportive services available in the community.

Composition of Tuolumne County CalWORKs

The Tuolumne County CalWORKs plan is composed of community partnerships that maximize community resources provided to CalWORKs recipients.

Community Partnerships

Tuolumne County believes that community involvement is critical to the success of CalWORKs, and is working to involve all interested agencies, organizations, employers and individuals in the CalWORKs process. This allows the community to fully understand the size of the problem we must solve and the resources available for its solution.

Community members are asked to reassess traditional operating methods, and erase old lines of separation between agencies, services, and resources. This facilitates more efficient use of

federal, state, county, and private funds.

Access to county resources are available throughout the CalWORKs program. Whenever possible, applicants for public assistance are referred to community resources for self-sufficiency. In those instances where community resources cannot alleviate the applicant's need, lump sum diversion services may eliminate on-going cash aid. When the need for economic assistance cannot be abated through these channels, the applicant will be referred to CalWORKs cash assistance and welfare-to-work activities.

Applicants and recipients of cash aid are informed that CalWORKs provides temporary cash assistance. They also learn that recipients of cash aid must comply with all conditions of eligibility, including participation in welfare-to-work activities.

CalWORKs participants work with case managers to appraise job skills that can move the participants into the work place and the support services necessary to achieve self-sufficiency. This appraisal also helps to establish the first steps of the self-sufficiency plan for the participant. In those cases where participants do not find full-time unsubsidized employment through Job Search, the case manager and participant develop a detailed self-sufficiency plan.

Case managers monitor CalWORKs participants through each step of the eligibility requirements and welfare-to-work activities. Self-sufficiency plans are tailored through the use of a wide range of welfare-to-work activities. These activities are provided through the Tuolumne County Department of Social Services. This agency administers the Tuolumne County CalWORKs program, but has out-sourced certain services to increase efficiency and community participation.

All participants can access necessary support services. These support services include: child care, transportation assistance, ancillary expenses, and personal counseling.

Access, to stage I child care is available within the CalWORKs office. Stage II and stage III child care will be administered through Tuolumne County Infant-Child Enrichment Services.

Our plan is written with the understanding that the law is to fully fund the CalWORKs program, but should funding not be provided, alterations to our plan will be made and services decreased as needed.

II. COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES

Briefly describe how the county will work with other public and private agencies to provide necessary training and support services. This section should include, at a minimum, a list of the necessary training and support services and the public and/or private agencies which will provide those services. [References: Education Code Section 10200 and WIC Section 10531(a)]

Does your county have a Refugee Employment Services Plan?

() YES (X) NO

Tuolumne County does not receive Refugee Employment Services funding, and does not have a Refugee Employment Services Plan.

The County will work with public and private agencies to provide necessary training and support services in the following manner:

PUBLIC AGENCIES:

<u>Agency</u>	<u>Training</u>	<u>Support Services</u>
Amador-Tuolumne Community Action Agency (ATCAA)	Head Start Even Start GED/Basic Education	Child Care/ Preschool Center Life skills/Parenting Skills Energy (Utility) Assistance Food and Nutrition Emergency Shelter Case Management Volunteer/Community Service Placement Information and Referral
Columbia College	Available Courses (See Addendum A) Literacy Program (GED & ESL)	Child care Center Financial Aid Counseling Job Placement Work Experience
Mother Lode Job Training (MLJT)	Computer Lab Employment Workshop Referral to Education Programs	Transportation Child care Tuition for Education Counseling

Sonora High Adult Ed.	Adult Basic Education	N/A
Sonora High ROP	Vocational Training (See Addendum B)	N/A
Summerville High	Adult Basic Education Vocational Training	N/A
The Job Connection (One Stop Agency)	Self-Service Employment Resource Center	Access to: Computers/Job Banks Internet Phone, Fax, Copy Machines Career Counseling
Tioga High	Adult Basic Education	N/A
Tuolumne Co. Library	Adult Literacy Program Reading, writing, life skills	N/A
Tuolumne Co. D.S.S CalWORKs Program (GAIN)	Referral to Education Programs Referral to One-Stop Agency Referrals to Mental Health Referrals to CIMC	Child care Transportation Ancillary which may include work and educational needs. Counseling
California Department of Vocational Rehabilitation	Referral to Educational Programs	Counseling Tuition for training Child care Transportation Ancillary Expenses
PRIVATE AGENCY:		
Computer Career Center	Computer Training (See Addendum C)	N/A

III. PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

Describe the county's partnerships with the private sector, including employers, employer associations, the faith community, and central labor councils, and how those partnerships will identify jobs for CalWORKs program recipients. [Reference: WIC Section 10531(b)]

The county's partnerships with the private sector to identify jobs includes:

PRIVATE AGENCY

JOB IDENTIFICATION

Private Industry Council MLJT

Community Action Agency

Workforce Roundtable
EDC, EDD, MLJT, GAIN, Private Employers

Interfaith Ministries

Private Employer Associations

Sonora High School ROP

Job Referral Bank

Through Job Placement

IV. LOCAL LABOR MARKET NEEDS

*Briefly describe other means the county will use to identify local labor market needs.
[Reference: WIC Section 10531(c)]*

We will identify local labor market needs by using the following:

EDD	Projections of employment by industry and occupation for Tuolumne County (New revision to be published by 2/98) Available via Internet.
MLJT	CCOIS PUBLICATION - Occupational Outlook: Mother Lode Consortium
Chamber of Commerce	Periodical containing information about employment opportunities.

V. WELFARE-TO-WORK ACTIVITIES

Each county is expected to offer a range of services adequate to ensure that each participant has access to needed activities and services to assist him or her in seeking unsubsidized employment. [Reference: WIC Section 11322.7(a)] Pursuant to WIC Section 11322.7(b) " No plan shall require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients." Activities allowed by state law include, but are not limited to, those listed below. Please indicate which of the following activities will be provided and identify any allowable activities that will not be provided. [Reference: WIC Section 10531(d) and WIC Section 11322.6]

(X) Unsubsidized employment

Clients working for wages in the public or private sector.

(X) Work study

Placed and paid by local community college.

() Subsidized private sector employment

Will not provide.

(X) Self-employment

Work with Chamber of Commerce/Score, Business Incubators, and the Job Connection.

() Subsidized public sector employment

Will not provide.

(X) Community service

Placement with a variety of public/private non-profit agencies. If placement cannot be found we will work with the Probation Department who currently supervises work crews.

(X) Work experience

Will be provided by the Training Agency that is working with the client to provide work skills as well as training for employment.

(X) Job search and job readiness assistance

Employment exploration/job readiness assessment, job search workshops, job referrals provided by Welfare to Work, MLJTA, EDD, Columbia College, and The Job Connection.

(X) On-the-job training

Participant's wages are subsidized by job training agencies for up to 6 months in duration.

- (X) *Job skills training directly related to employment*
Provided through the PREP (pre-employment) Welfare to Work component which is a short-term, non-salaried position in non-profit agencies to enhance and update job skills.
- () *Grant-based on-the-job training*
Will not be provided.
- () *Supported work*
Will not be provided.
- (X) *Vocational education and training*
See Section II for description
- (X) *Transitional employment*
See Section XIV
- (X) *Education directly related to employment*
Certificate/licensure programs provided by Sonora High ROP, Columbia College, and Computer Career Training Center.
- (X) *Other*
AWEX (alternative work experience) Welfare to Work component which meets the work requirement hours for unemployed two-parent families.
- (X) *Adult basic education (includes basic education, GED, and ESL)*
See Section II for description

VI. SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Plan for Substance Abuse Services

Briefly describe how the welfare department and the county alcohol and drug program will collaborate and utilize new funds available to ensure the effective delivery of substance abuse services. These funds should be used to maximize federal financial participation through Title XIX of the federal Social Security Act. If the county has determined who will provide substance abuse treatment services, please indicate the providers in the plan. If that decision has not been made, please provide CDSS an addendum to the county CalWORKs plan indicating the provider when determined. [Reference: WIC Section 11325.8]

Certify that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, and employment counseling, and the provision of community service jobs.

Describe any additional services the county will provide. [Reference: WIC Section 11325.8]

Tuolumne County hereby certifies that substance abuse treatment services for CalWORKs recipients shall include at least the following:

- ❖ evaluation
- ❖ case management
- ❖ substance abuse treatment
- ❖ employment counseling
- ❖ the provision of community service jobs

These services shall be available as part of the recipient's self-sufficiency plan, following the Tuolumne County policy of supplementing substance abuse treatment services with the therapeutic effects of work activities.

Tuolumne County plans to provide substance abuse treatment services through the Tuolumne County Mental Health Services/KingsView agency. A Memorandum of Understanding between Tuolumne County Department of Social Services and Tuolumne County Mental Health Services will be drafted and signed by both agencies. The MOU will outline and define eligibility criteria, screening tools to be used, referral process, progress evaluation standards, and the roles and responsibilities of each agency. The MOU will emphasize the goal of successful treatment of substance abuse that has limited or impaired the recipients ability to obtain or retain employment.

The county will maximize funding by avoiding duplication of administrative costs and increasing service delivery staff. Additionally, recipients of CalWORKs who are referred to substance abuse treatment services will be required to use any other health care coverage before funding from the substance abuse/mental health allocation is used.

Tuolumne County Mental Health Services/KingsView will provide CalWORKs case managers

with annual training and updates to aid in early identification of possible substance or alcohol abuse to be referred to their agency for evaluation.

Additional services that the county may provide shall include supportive services such as transportation, child care, or ancillary services not already provided for clients through their treatment program and necessary to make satisfactory progress to meet their employment goal.

Plan for Mental Health Services

Briefly describe how the welfare department and the county department of mental health will collaborate and utilize new funds available to provide effective mental health services. Counties should maximize federal financial participation to the extent possible in the provision of mental health services. [Reference: WIC Section 11325.7]

Certify that the county will provide at least the following services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

Please describe any additional services the county will provide.

Tuolumne County hereby certifies that Mental Health Services provided to CalWORKs recipients for the purposes of self-sufficiency shall include the following:

- ❖ assessment
- ❖ case management
- ❖ treatment and rehabilitation services
- ❖ identification of substance abuse problems
- ❖ a process for identifying individuals with severe mental disabilities

Mental Health treatment will be provided as part of the self-sufficiency plan, following the Tuolumne County policy of supplementing mental health treatment services with the therapeutic effects of work activities.

Tuolumne County plans to provide mental health services through the Tuolumne County Mental Health Services/KingsView Agency. A Memorandum of Understanding between Tuolumne County Department of Social Services and Tuolumne County Mental Health Services Agency will be drafted and signed by both agencies. The MOU will outline eligibility criteria, screening tools to be used, referral process, progress evaluation standards, and the roles and responsibilities of each agency. The MOU will emphasize the goal of successful treatment of mental or emotional disabilities that has limited or impaired the recipients ability to obtain or retain employment.

The county will maximize funding by avoiding duplication of administrative costs while increasing service delivery staff. Additionally, recipients of CalWORKs who are referred for mental health services will be required to utilize Medi-Cal services or any other health care coverage before funding from the substance abuse/mental health allocation is used.

Tuolumne County Mental Health Services/KingsView will provide CalWORKs case managers with annual training and updates to aid in early identification of possible mental health problems to be referred to their agency for evaluation.

Additional services that the county may provide shall include supportive services such as transportation, child care, or ancillary services not already provided for clients through their treatment program and necessary to make satisfactory progress to meet their employment goal.

VII. MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Briefly describe the extent to which and the manner in which the county will make mental health services available to recipients who have exceeded the 18 or 24 month time limit. [References: WIC Section 10531(f) and WIC Section 11454]

It is the goal of Tuolumne County to make available services to ensure well-being of CalWORKs families. To achieve that goal, CalWORKs recipients who have exceeded the 18 or 24 month time limit may continue to receive mental health services on a case-by-case basis.

VIII. CHILD CARE AND TRANSPORTATION SERVICES

Child Care

Please briefly describe how child care services will be provided to CalWORKs participants. This should include a description of how the county will provide child care for families transitioning from county funded providers to non-county funded providers of child care services. It should also indicate what criteria the county will use to determine, on a case-by-case basis, when parents who have primary responsibility for providing care to a child six months of age or younger, may be exempt from welfare-to-work participation. The exemption period must be at least twelve weeks and, at county discretion, can be increased to one year for the first child. The exemption period for subsequent children is twelve weeks, but may be increased to six months. Briefly describe the criteria the county will use to determine the period of time a parent or other relative will be exempt considering the availability of infant child care, local labor market conditions, and any other factors used by the county. Additionally, briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.

Tuolumne County will make child care available to all CalWORKs participants with children ages 10 and younger, as long as there are available slots with child care providers. Child Care will be available while the CalWORKs recipients take part in welfare-to-work activities.

The Tuolumne County Department of Social Services (TCDSS) elects to administer the funds for Stage 1 child care. Infant Child Enrichment Services (ICES), Tuolumne County's Alternative Payment Program will administer funds and services for Stage 2 and Stage 3 child care.

Case managers for TCDSS will provide information for child care, and authorize child care necessary for the recipient to immediately participate in CalWORKs activities. ICES shall be responsible for referring recipients to licensed care providers and for the issuance of alternative child care payments.

CalWORKs participants who receive Stage 1 child care will also be able to choose unlicensed providers, but unlicensed child care providers must meet minimum requirements to ensure child safety.

TCDSS and ICES will be responsible for developing the transitions necessary to move CalWORKs clients between stages 1, 2, and 3. These transitions will ensure that recipients experience no break in child care services.

The Welfare to Work case manager will refer participants to ICES who will assist in finding safe and reliable child care. Good cause determinations will be made, on a case by case, basis for families with children age thirteen weeks to 10 years of age who have not been able to find adequate child care. The participant will be required to actively seek child care during the good cause period. The Welfare to Work case manager will reassess their progress every three months. Gaps in child care should be reported to ICES or the Tuolumne County Child Care Council.

Transportation

Briefly describe how transportation services will be provided. [Reference: WIC Section 10531(g)]

Whenever feasible, welfare-to-work activities will be scheduled within public transportation zones and schedules. Participants who live more than one mile from a public transportation zone and who choose to use their own vehicles will be reimbursed at a rate used to reimburse CWD employees to the nearest public transportation zone and at the public transportation rate thereafter.

A good cause determination will be conducted when an individual fails or refuses to comply with the program requirements based on the remoteness of the employment, offer of employment, activity, or other training for employment. Good cause determinations will be reviewed at three months and extended for a maximum of six months to give the individual an opportunity to relocate to an area served by public transportation or acquire a vehicle. After six months, the individual will be advanced or reimbursed at the public transportation rate to arrange their own transportation.

IX. COMMUNITY SERVICE PLAN

Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide the specific details of the Community Service Plan as an addendum. [References: WIC Section 11322.6 and WIC Section 11322.9]

Tuolumne County will provide community service activities for:

- Individuals who have not completed the 18 or 24 month time limit period and are not participating in the required minimum work activity hours sufficient to meet mandatory participation.

Or

- Individuals who have completed the 18 or 24 month time limit period, and who cannot find unsubsidized employment sufficient to meet the minimum hours of participation as required, and for which the County certifies that no job is currently available, to fulfill the minimum hours, provided they meet the financial eligibility for CalWORKs.

The process will include the following:

- Individuals who meet the criteria to participate in a community service activity shall have the option to either locate their own assignment, within a given amount of time, or may seek the County's assistance in determining a community service location.
- Welfare to Work shall be responsible for ensuring that a community service location is operated in the public or private, non-profit sectors; that participants are provided with job skills that can lead to private sector employment; and is in compliance with specified displacement provisions.

Project development may be a collaborative effort between the Department of Social Services and the non-profit sector.

All case management fiscal administration shall be the responsibility of the Department of Social Services.

Certain Welfare to Work participants may be assigned to work crews supervised by the Probation Department. Probation will be compensated with CalWORKs funding for this service.

Necessary support services will be provided for those CalWORKs participants in community service as a welfare-to-work activity. Those services include:

- Child Care
- Transportation

- Ancillary Expenses
- Personal Counseling

Necessary support services will be provided for those CalWORKs participants in community service who have completed welfare-to-work activities, but participate in community service to continue receiving cash assistance. Those services include:

- Child Care

Other supportive services may be provided by the County at the County's option.

X. WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

Briefly describe how the county will provide training for those county workers who will be responsible for working with CalWORKs recipients who are victims of domestic violence. [Reference: WIC Section 10531(I)]

Until regulations are adopted by California Department of Social Services in consultation with the Taskforce on Domestic Violence established by the Welfare-to-Work Act of 1997, the county may utilize other standards, procedures, and protocols for determining good cause to waive program requirements for victims of domestic violence, for example, those now used in the GAIN Program. [Reference: WIC Section 11495.15] Please describe the criteria that will be used by your county for this purpose and what approach the county would take to deal with recipients who are identified in this way.

Tuolumne County recognizes and supports the need to protect victims of domestic violence while encouraging those victims to move to self-sufficiency and independence.

Tuolumne County Department of Social Services is utilizing currently available county/department standards, procedures and protocols as their Domestic Violence Service Plan for the current year. Since CalWORKs staff may be the first to identify and/or provide initial services to victims of domestic violence, Mountain Womens' Resource Center and Tuolumne County District Attorney's Victim/Witness will train staff to screen applicants and recipients of public assistance for domestic violence and refer them as appropriate. Our goal is to provide the maximum available assistance to victims of domestic violence.

After conferring with the Tuolumne County Domestic Violence Team, it was decided that **male** victims of domestic violence will be referred directly to the Tuolumne County District Attorney's Victim/Witness program. They will refer to other agencies as appropriate.

The Tuolumne County Department of Social Services has had an existing Operational Agreement between Mountain Women's Resource Center and Tuolumne County Child Protective Services. This Operational Agreement has been expanded to include all Tuolumne County Department of Social Services staff. **Female** victims of domestic violence will be referred to Mountain Women's Resource Center which will coordinate with other agencies as appropriate.

The Mountain Womens' Resource Center has co-operative agreements with the following:

- Sonora Police Department
- Tuolumne County Sheriff's Department
- Tuolumne County District Attorney's Office
- Tuolumne County District Attorney's Victim Witness Assistance Program
- Tuolumne General Hospital
- Tuolumne Family Health Services
- Tuolumne Mental Health Services
- Tuolumne Rural Indian Health Center

Domestic Violence will be considered good cause for not participating in welfare-to-work activities if the recipient is involved in either counseling or other treatment to deal with the issues for the parent or the child's well-being. Whenever possible, the family will be offered Welfare-To-Work services as a part of their rehabilitation and treatment. In each instance when the participant declares domestic violence as a reason for not participating in CalWORKs Welfare-To-Work activities, internal controls will be in place to ensure the alleged victim is reviewed periodically for reentry into the sequence of work activities.

XI. PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

Please indicate whether there were any local program outcome objectives identified during the CalWORKs plan development process and how the county proposes to track those outcomes. If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts, please submit information on those measures as an addendum to the CalWORKs plan. [Reference: WIC Section 10542]

Tuolumne County will track mandatory data collection through the ISAWS computer system. Other data collection requirements, that ISAWS does not have the capacity to track, will be programmed into our agency data base.

XII. PUBLIC INPUT TO THE COUNTY PLAN

Briefly describe the means the county used to obtain broad public input in the development of the CalWORKs plan. [Reference: WIC Section 10531(k)]

Tuolumne County sought input from impacted agencies and the general public through newspaper articles, presentations and public meetings. Many of the suggestions that were voiced at these meetings were incorporated in our plan.

Local Newspaper

The Sonora Union Democrat followed the Tuolumne County CalWORKs Plan process by attending all public meetings and through interviews with county staff. The newspaper has printed four articles on CalWORKs.

Presentations

Upon request, CalWORKs presentations have been made to various groups. Attending these presentations are agency representatives, employers, AFDC recipients and the general public.

Public Meetings

The public CalWORKs meetings were advertised in the local newspaper. In addition, agendas were mailed to:

- Tuolumne County Mental Health
- Employment Development Department
- Mother Lode Job Training Agency (JTPA)
- Columbia College
- Economic Development Corporation
- Amador-Tuolumne Community Action Agency
- Superintendent of Schools
- Sonora High School
- Interfaith
- Infant Child Enrichment Services (R&R)
- Tuolumne County Chamber of Commerce
- Tuolumne County Public Works
- Tuolumne County Probation
- Segalia & Associates (private employer)
- Sonora Area Foundation
- Mountain Women's Resource Center
- Tuolumne County District Attorney
- City of Sonora
- Tuolumne County Victim Witness
- Tuolumne Me-Wuk Tribal Council

This group will be invited to meet quarterly to provide input for possible CalWORKs addendums and to receive a CalWORKs PROGRAM update.

Other Coordination Between Agencies

Tuolumne County Department of Social Services attended meetings and provided input into:

- Tuolumne County's Instructional and Job Training Plan for CalWORKs
- Columbia College's CalWORKs grant applications
- Tuolumne County Child Care Council's plan to develop additional child care to meet CalWORKs needs.
- Tuolumne County Schools Superintendent's meeting to develop an MOU between the schools and the Department of Social Services.

Tuolumne County Board of Supervisors

A CalWORKs overview was presented to the Tuolumne County Board of Supervisors by our Director on September 23, 1997. The Board of Supervisor's meetings are open to the public and are taped for local cable television programming.

The Tuolumne County Board of Supervisors will approve the final CalWORKs Plan. In addition, the Board of Supervisors will be provided with quarterly updates during the first year of CalWORKs implementation to give them an opportunity to provide input for possible addendums to the plan.

XIII. SOURCE AND EXPENDITURES OF FUNDS

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirement of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(l)]

See Addendum D

XIV. ASSISTING FAMILIES TRANSITIONING OFF AID

Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment. [Reference: WIC Section 10531(m)]

Tuolumne County recognized the importance of a successful transition from assistance. This transition may occur because of employment or because CalWORKs recipients within the family have reached their time limit for assistance. Services have been tailored for each transition type.

Transition Due to Employment

Employed participants transitioning from aid will receive transitional support service and case management, if needed, for three months after cash aid has been terminated due to earned income. In addition to this assistance, referrals will be made to community resources to access benefits and services outside of public assistance.

Continued eligibility for Medi-cal and food stamps will be coordinated.

Procedures will be developed between the Department of Social Services and the District Attorney's office to facilitate making child support payment that the County is collecting for the caretaker parent available to that parent as soon as administratively possible.

Transition Due to Time Limits

Recipients may transition off aid due to time limits in two circumstances. Both circumstances will result in loss of cash aid for the CalWORKs recipient.

Welfare-to-Work Time Limit

If the recipient has received the maximum amount of welfare-to-work activities and refused to accept employment, failed to comply with a self-sufficiency plan, or refused community service, that person will be ineligible for cash aid. After receiving the maximum amount of welfare-to-work activities, and there is a break in aid, no further welfare-to-work activities will be offered upon reapplication.

60 Month Time Limit

A CalWORKs recipient who has received the maximum 60 months of cash aid assistance is ineligible for cash aid.

XV. JOB CREATION

Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.

Economic Development Corporation is applying for the Job Creation Investment Fund (\$53,000) through the Trade and Commerce Agency.

Employment Development Department - CalJobs (Automated listing of statewide jobs which links employers to job seekers) will be implemented in Tuolumne County effective January 1, 1998.

Job Developer's Association - A partnership between The Job Connection, EDD, Mother Lode Job Training, Columbia College, Employment Development Department and CalWORKs. Job developers will be trained to market One-Stop Career Center System to employers.

Business Incubators - A business development service which fosters new businesses by providing offices, work stations and clerical support for a small monthly fee.

Private employment agencies.

XVI. OTHER ELEMENTS

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

Tuolumne County is currently considering many alternatives for maximizing success with welfare reform. These alternatives include:

- Coordination of community resources for the hard-to-employ populations.
- Preparation of recipients to meet local labor force demands.
- Improving administration of program services to clients.

Development and local approval of these proposals must be completed before they are submitted for approval as part of the Tuolumne County CalWORKs Plan.

XVII. COMPLIANCE WITH REQUIREMENTS OF CalWORKs

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)]

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option? [Reference: WIC Section 11322.8(a)]

Participation Requirements

Tuolumne County will require single parent families to participate in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998 and 32 hours per week beginning July 1, 1999.

Two parent families will be required to participate in welfare-to-work activities for a minimum of 35 hours per week.

State Hearings

Whenever a participant believes that any program requirement or assignment in this program is in violation of his or her Welfare-to-Work plan or is inconsistent with the Welfare-to-Work article, the participant may request a state hearing pursuant to Manual of Policy and Procedures Division 22.


XVIII. INTERACTION WITH AMERICAN INDIAN TRIBES

Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]


The California Indian Manpower Consortium (CIMC) located in Sacramento will continue to make their employment and training program available to members of the Tuolumne Band of Me-Wuk who are registered tribal members. Eligible tribal members will have the option of choosing CIMC or Welfare to Work. Those CalWORKs participants who choose the CIMC program will be referred upon approval of their CalWORKs application. The Tuolumne Band of Me-Wuk do not plan to administer the CalWORKs program within the County.

CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.



Kent E. Skellenger, Director
Tuolumne County
Department of Social Services



Larry A. Rotelli, Chairman
Tuolumne County
Board of Supervisors

Stanislaus Tuolumne Mono

Course Offerings For High School Students And Adults

* *Job Skill Training* *

* *Career Planning* *

* *Experience* *

REGIONAL OCCUPATIONAL PROGRAM (R.O.P.)

Sonora Union High School District Office
251 S. Barretta Street, Room 102
Sonora, CA 95370

WHAT IS ROP?

* ROP is a program designed to prepare students for a job. The purpose of Regional Occupational Programs is to provide a wide variety of specialized vocational programs to Stanislaus, Tuolumne and Mono County residents age 16 and older.

* Services offered by ROP include job training, vocational counseling and job placement assistance. High school credit can be earned.

* Training develops marketable skills, abilities, attitudes and work habits so students may:

- * Secure jobs
- * Upgrade skills
- * Prepare for advanced vocational training

EMPLOYMENT POSSIBILITIES

* ROP students learn to work through practical experience. After basic classroom training, many students are placed at work sites throughout the community and are taught by skilled employees.

* Classes are offered after careful research that reveals a promising job outlook in that field. This foresight makes the student's chances for employment (with proper training) a greater possibility.

COURSE CREDIT

* There are over 100 ROP courses being offered throughout the ROP. All courses offer high school credit.

ADMISSION

* ROP is open to public, private and parochial high school students, adults and out-of-school youth. ROP classes are open to students of both sexes. There is no fee for any ROP class taken for high school credit.

REGISTRATION

* It's simple. There is no entrance exam. High school students should visit their counselor or the ROP Office located at the Sonora Union High School District Office (The Dome), Room 102, for detailed information on classes. Others may obtain information by calling Jim Wagoner, Coordinator at

TUOLUMNE COUNTY

Sonora - Jim Wagoner, (209) 533-0423 (Ext. 115)

Ag Structural Welding	8:00-10:09	M-F
Ag Welding Equip. Const.	8:00-10:09	M-F
Auto Tune-Up	8:00-10:09	M-F
Building Construction	8:00-10:09	M-F
Business Applications of the Computer (Day Class) (Word Processing and/or Data Processing)	10:19-12:27	M-F

Business Applications of of the Computer (Evening) (WordPerfect 6.1/Windows)	5:00-8:30PM Mon. & Wed.
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Certified Nurse Assistant (CNA)* 10:19-12:27 M-F
Home Health Aide (HHA) Class is scheduled in Feb. & July after completion of CNA Course

Cosmetology ** Call 533-4599 for class information	7:00-10:00 AM (Tues-Fri) & 7:00 AM - 3:30 PM on Sat.
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Drafting/Construction Technology	8:00 - 10:09	M-F
Drafting/Technical Illustration	10:25 - 11:23	M-F

Office Occupations	1:08 - 3:10	M-F
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Publication Photography -	1 hour class (11:29-12:27)	M-F
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Cooperative Retail Sales	1:02 - 3:10	M-F
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Child Care Aide/Teacher Aide/ Tutorial	8:00-10:09	M-F
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* CNA & HHA - additional costs incurred with these classes.

** COSMETOLOGY - additional costs incurred with this class. Call 533-4599 for registration information.

NOTE: WEDNESDAY SCHEDULE

1st & 2nd Periods - 9:29 AM - 11:09 AM
3rd & 4th Periods - 11:25AM - 12:57 PM
5th & 6th Periods - 1:32 PM - 3:10 PM

Applicant Pool
 • TANF/CalWorks
 • Re-Entry
 • Recent Grads
 • 1 Stop Shop
 • DSS

COLUMBIA COLLEGE CURRICULUM MODEL & PATHWAYS FOR TANF/CalWORKS CLIENTS

Entry/Intake Module
 (1 Semester)
 -Pre-Assessment
 -Open Entry/Exit
 -Interests/Basic Skills

The following courses and OJT/Work Study training could be taken concurrently to continually reinforce the needed fundamental employment skills for all clients

•**Pre-Employment SCANS Course**
 problem solving - proper dress and hygiene - work ethic - organizational skills - basic communication skills - time management - goal setting - self esteem - resumes - interviewing - career exploration

College Support Courses

- GED • ESL
- Citizenship
- Applied Skills
- Job Hunting Strategies
- Occupational Exploration

Occupational Training Module

Short Term Courses-1 Day to 6 Weeks
 (to be offered based on priority and need)

Course Presentation Introduction	OJT/Work Study (w/certificate)
----------------------------------	--

- Basic Bldg. Maint. Skills
- Customer Service Skills Retail
- Receptionist
- Appliance Repair
- Basic Automotive Repair
- Small Motor Repair
- Hotel/Motel Desk Clerk
- Intro Computer Courses
- Musical Instrument Repair

Existing College Certificates

6 MONTH	12 MONTH
<ul style="list-style-type: none"> • Bartender • Deli Cook • Baker • Dining Room Staff • Office Systems Associate • Child Development 	<ul style="list-style-type: none"> • Auto Tech • Child Development • Emergency Med. Services • Fire Technology • Hospitality Mgmt. • Office Technology • Human Services

Other 6/12 month courses as necessary

Regional Occupational Programs

Course Examples

- Welding • Auto Service
- Bldg Const. • Cosmetology
- Cert. Nursing Asst.
- Drafting • Retail Sales

College Prep Module

Bridge Classes

- Applied Skills
- College Survival
- Career Exploration

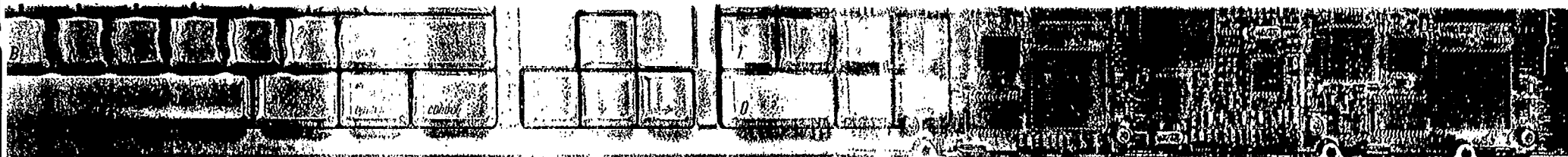
2 Year Certificates
 or
 2 Year Degree
 A.A. / A.S.
 or
 4 Year Transfer
 GE Breadth
 +
 Transfer Major

(See Columbia College Catalog)

EMPLOYMENT

University

EMPLOYMENT



Something for Everyone...

No matter what your plans, there's a computer in your future. Now is the time to learn computer skills which act as stepping stones into tomorrow's technology.

Computer Career Training teaches a wide variety of computer software. We offer training for full-time students, community members and local businesses.

Computer Career Training is the source for all your hands-on computer training. Whether you're learning new skills or upgrading software favorites, the experienced staff at Computer Career Training is ready to help you meet your goals.

•BEGINNING•

•INTERMEDIATE•

•ADVANCED•

Computerized Programs...

Computerized Secretarial

This comprehensive course prepares students to perform the diverse duties required of office personnel. Training includes Business Communications, Word Processing, Spreadsheets, Accounting and Desktop Publishing.

Computerized Clerical

This concentrated program gives students a well-rounded view of the basic skills required in computerized accounting, which transfer into any office environment. Training also includes Business Communications and Word Processing.

Computer Aided Drafting

This comprehensive course in CAD utilizes state-of-the-art technology, which includes fundamentals of drawings, computer drafting, and animated "walk-throughs" for presentation purposes.

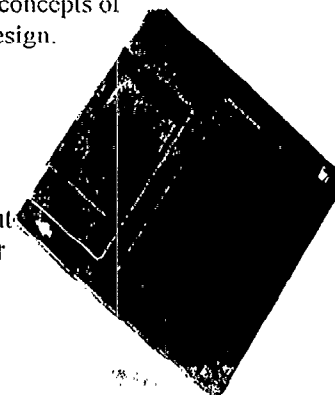
Computer Graphics

This curriculum introduces the student to the principles of computer usage, the concepts of desktop publishing and graphic design.

Includes three-dimensional animated computer graphics.

Computerized Medical

This course is for the medical front office which uses the computer for medical billing, or requires a knowledge of medical terminology and transcription.



Community Classes & Group Training...

- ☐ Introduction To Computers
- ☐ DOS
- ☐ Windows
- ☐ Internet

- ☐ Medical Billing
- ☐ Medical Transcription
- ☐ Word Processing
- ☐ Computerized Payroll
- ☐ Computerized Accounting
- ☐ Spreadsheets

- ☐ CAD Classes
- ☐ Computer Graphics
- ☐ Animated Graphics

For a
Free Consultation
or more information
please contact:

Computer Career Training
(209) 536-1702

**13919 Mono Way
Sonora, CA 95370**

County Plan Budget 1997/98 State Fiscal Year

Section 1

	Total	FCS	State General Fund	County Funds *	Other **
Food Stamp Administration (For County MOE Purposes)	1,089,220	544,655	407,270	137,295	

- * When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.
- ** If other sources of funding are being made available for an activity, please identify on a separate page.

NOTE: The total County Funds for Food Stamps and CalWORKs are equal to the 1996/1997 spending levels (MOE). The County Funds for Food Stamps are calculated using proposed expenditures for FY 1997/98 and using existing funding ratios. The County Funds for CalWORKs are based on the proposed expenditures for FY 1997/98 and the 1996/97 spending levels (MOE) (including Food Stamps) adjusted for 1997/98 Food Stamp administration costs.

County Plan Budget 1997/98 State Fiscal Year

Section 2

Note: The following categories are for information purposes only and are not an indicator of specific claiming categories

	Total	TANF/State General Fund	CCDBG	Title XIX	County Funds *	Other **
TOTAL CalWORKs Admin & Services Items (A) thru (D)	2,004,910	1,854,795	16,104		134,011	
(A) TOTAL CalWORKs Single Allocation Items (1) thru (7)	1,725,474	1,581,902	16,104		127,468	
(1) Benefit Administration	638,411	585,895			52,516	
(2) Program Integrity (Fraud)	297,017	284,241			12,776	
(3) Staff Development/Retraining	28,235	25,913			2,322	
(4) Welfare-to-Work Activities	666,103	610,922			55,181	
(5) Cal Learn	63,499	61,048			2,451	
(6) Child Care - 1st half of 1997/98	32,209	13,883	16,104		2,222	
(7) Other Activities ***						
(B) Child Care - 2nd half of 1997/98	216,121	209,578			6,543	
(C) Mental Health Treatment	36,405	36,405			undetermined	
(D) Substance Abuse Treatment	26,910	26,910			undetermined	

When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.
 * If other sources of funding are being made available for an activity, please identify on a separate page.
 ** Please identify "other activities" on a separate page.

NOTE: The total County Funds for Food Stamps and CalWORKs are equal to the 1996/1997 spending levels (MOE). The County Funds for Food Stamps are calculated using proposed expenditures for FY 1997/98 and using existing funding ratios. The County Funds for CalWORKs are based on the proposed expenditures for FY 1997/98 and the 1996/97 sending levels (MOE) (including Food Stamps) adjusted for 1997/98 Food Stamp administration costs.

NOTE: THE TOTAL COUNTY FUNDS FOR FOOD STAMPS AND CALWORKS ARE EQUAL TO THE 1996/1997 SPENDING LEVELS (MOE).

TUOLUMNE COUNTY BOARD OF SUPERVISOR'S
GRIEVANCE PROCEDURES FOR
GREATER AVENUE FOR INDEPENDENCE (GAIN) PROGRAM

In accordance with MPP 42-720.34 and 42-787, this Formal Tuolumne County Grievance Procedure has been established to provide GAIN participants a procedure for the review of any complaints related to any program requirement or assignment considered by the participant to be in violation of his or her contract with the Tuolumne County Welfare Department or inconsistent with the provisions of the Greater Avenues for Independence Act of 1985.

Participants may alternatively choose the formal grievance procedure conducted in accordance with Section 5302 of the Unemployment Insurance Code or request a state fair hearing under procedures of MPP Division 22. The right to request a formal grievance hearing belongs to the participant, thus, the following procedure shall be liberally construed in a manner which protects the participants' rights to a fair hearing.

I. DEFINITIONS

A. Grievance - A complaint or expression of dissatisfaction about requirements of the GAIN Program or assignment to one or more of the GAIN Program components in violation of the participants' contract with County Welfare Department (CWD).

B. Participant - A mandatory or voluntary registrant who is required to participate in the GAIN program.

C. Hearing Officer - The person designated by the CWD, normally the Intake Eligibility Supervisor, to conduct grievance hearings and render written recommended decisions. The hearing officer shall be of supervisory level or above and shall not have previously participated in making any decision concerning the GAIN portion on the individual case of the participant.

D. Parties to the Grievance - The GAIN participant requesting the Grievance Hearing and the County Representative responsible for the action which is the subject of the complaint.

E. County Representative - An employee who is assigned the responsibility for preparing and/or presenting a hearing case on behalf of CWD.

F. Authorized Representative - Any individual, including an attorney-at-law, relative, friend or other person authorized by the participant to act for and represent the participant in any and all aspects of the grievance hearing.

II. REVIEW EXCLUSIONS

A. A grievance hearing, under these grievance procedures, shall not be granted for the following issues:

1. The results of an assessment made in developing an employment plan. (MPP 42.773.)
2. The requirement to sign a basic contract.
3. To appeal the outcome of a state hearing.

III. RIGHT TO GRIEVANCE HEARING

A. A participant may request a grievance hearing provided for in these procedures for any grievance, as defined in Sections I(A) and II above.

B. A CWD representative shall explain to the participant their right to either request a state hearing, file a formal grievance based on the procedures established in Section 5032 of the Unemployment Insurance Code or file a formal grievance according to these procedures, as follows:

1. During the orientation/intake (GAIN) interview.
2. Each time the Basic Contract between the participant and CWD is amended.
3. When a participant states a grievance.

C. A written copy of the grievance procedure shall be provided to the participant at the time of the orientation/registration interview.

IV. PROCESS FOR REQUESTING REVIEW

A. A request for a grievance hearing must be written. The request must be made on the form provided by the CWD. The form may be provided to the participant by CWD upon an oral request for a grievance hearing, but the request is not deemed filed until the date the written request is received by the CWD GAIN Unit.

B. A CWD representative shall assist in the preparation of a request for a county formal grievance if such assistance is requested or needed by the participant.

C. The request for review may set forth the reasons which the participant believes provide a basis for reversal of CWD's action, although the request will not be rejected for a failure to do so.

D. The request for a grievance hearing must be made within thirty (30) days from the date of the action in which the participant is dissatisfied. If the participant received a notice of the action, the date of action shall be the date on which the notice was mailed to the participant, plus three (3) days for mailing. In all other cases, the date of action shall be the date the participant became aware or should have become aware of the action.

V. SCHEDULING AND NOTIFICATION OF THE GRIEVANCE HEARING

A. The grievance hearing shall be held promptly, but no later than twenty (20) days from the date the request was received by the CWD GAIN Unit. However, continuances may be granted for good cause by either party. The request for continuance must be in writing.

B. The welfare department hearing officer, upon receipt of the written request, shall schedule a hearing and provide the client with two copies of the written notice of the scheduled grievance hearing.

C. The CWD shall provide bilingual notices to non-English speaking participants in the participant's language.

D. The grievance hearing notice shall advise the participant that he or she has the right to examine parties and witnesses; the right to conduct such cross-examination as may be required for a full disclosure of the facts; the right to introduce exhibits; the right to bring witnesses; the right to examine all documents prior to and during the hearing; the right to question opposing witnesses and parties on any matter relevant to the issues even though that matter was not covered in the direct examination; the right to make oral or written argument; and the right to rebut the evidence. The notice shall also advise the participant that he or she can seek assistance from the law office of Hendrickson and Page, California Rural Legal Assistance, or a welfare rights organization.

E. Prior to the hearing, the County Representative shall prepare for the grievance hearing in the manner specified in MPP 22-023.2, including the preparation of a position statement which shall be made available to the participant at least two (2) working days prior to the grievance hearing.

VI. ADMINISTRATIVE REVIEW

A. Once the grievance hearing is scheduled, the hearing officer will notify the GAIN Program Administrator. He/she will review the matter and attempt final mediation. This process must be completed within five (5) days.

B. If the GAIN Program Administrator is able to work out a solution which is acceptable to both the client and the CWD, the results of this process shall be returned to the hearing officer for notification of the decision.

C. If the grievance cannot be resolved, then the grievance and written documentation of the attempt for resolution will be returned to the hearing officer ten (10) days prior to the date of the grievance hearing.

VII. AUTHORIZED REPRESENTATIVE

A. The participant may authorize a representative to represent him/her at the hearing by signing a written statement to that effect or by stating at the hearing that the person is so authorized. The authorization may be limited in scope or duration by the participant, and may be revoked at any time. The authority for actions taken by the representative prior to the revocation may not be removed.

B. After being furnished with the name and address of the person designated as the authorized representative, this person shall also be simultaneously furnished a copy of all notices and decisions concerning the grievance which are provided to the participant.

VIII. SANCTIONS

A. The recipient shall be subject to sanctions pending the outcome of the formal grievance procedure or any subsequent appeal only if he/she fails to participate during the period the grievance procedure is being processed. If the participant continues to participate in the program during the formal grievance process and wants to grieve a program requirement or assignment which he/she believes is inconsistent with the program or is in violation of the contract, aid will be continued and the participant shall not be subject to sanctions.

1. If a participant has already unsuccessfully completed the formal conciliation under the Unemployment Insurance Code Section 5302 due to nonparticipation (MPP Section 42-781), and the individual wants to grieve a program requirement or assignment at this time, only this formal grievance procedure and/or the state hearing process will be available. Aid will be continued only if the participant begins to participate in the program prior to the commencement of sanctions and continues to participate for the duration of the grievance process.

2. If a participant files a grievance after the sanction commences, the sanction will not be suspended.

IX. CONDUCTING THE GRIEVANCE HEARING

A. Attendance at the hearing is ordinarily limited to the participant, authorized representative, county representative, and witnesses relevant to the issue. Other persons may attend if the participant agrees to or requests their presence and the hearing officer determines that their presence will not be adverse to the hearing. Appearance by the participant (in person or by the authorized representative) is required at the hearing. Failure by the participant (in person or by the authorized representative) to appear at the hearing will be deemed a withdrawal of the grievance and thereby will authorize the termination of further proceedings. The hearing officer may exclude on his own motion or at the participant's request a witness during the testimony of other witnesses; however, both the county and the participant have the right to have a representative present throughout the hearing. The hearing officer shall have the authority to exclude persons who are disruptive of the hearing.

B. The hearing shall be conducted in an impartial manner. All testimony shall be submitted under oath, affirmation, or penalty of perjury.

C. The proceedings at the hearing shall be reported by tape recorder or otherwise perpetuated by mechanical, electronic, or other means capable of reproduction or transcription. All documents and physical evidence presented at the grievance hearing shall be retained as part of the hearing record.

D. The rights of the participant and the county shall include: The right to examine parties and witnesses; the right to conduct such cross-examination as may be required for a full disclosure of the facts; the right to introduce exhibits; the right to bring witnesses; the right to examine all documents prior to and during the hearing; the right to question opposing witnesses and parties on any matter relevant to the issues even though that matter was not covered in the direct examination; the right to make oral or written argument; and the right to rebut the evidence.

E. All documents submitted by either the participant or the county must be made available to both parties. Copies of all such documents must be provided to the participant free of charge.

F. Merits of a pending hearing shall not be discussed between the hearing officer and a party outside the presence of the other party.

G. All grievance hearings shall be conducted by the designated hearing officer and, whenever possible, in an informal atmosphere.

H. The record of the grievance hearing shall be retained for two years from the date of the final decision.

I. A qualified interpreter shall be provided by CWD for those participants who so request, due to their limited communication skills.

J. Transcripts of the grievance hearing shall be provided to the participant upon request.

K. The introduction of evidence in the grievance hearing will be conducted informally in such a fashion so as to elicit a complete airing of the facts. The formal rules of evidence as used in a Court of Law are not required.

X. DISQUALIFICATION OF HEARING OFFICER

A. The hearing officer shall voluntarily disqualify himself or herself and withdraw from any proceeding in which he or she cannot make a fair and impartial decision or in which he or she has an interest. A party may request that the hearing officer be disqualified upon the grounds that a fair and impartial hearing cannot be held. The hearing officer shall rule on such a request.

XI. GRIEVANCE HEARING DECISION

A. Within ten (10) working days from the conclusion of the review, the hearing officer will render a written decision.

B. The decision shall be based only upon the evidence, both written and oral, presented at the hearing.

C. The decision is required to contain a finding of fact and conclusion of law. The hearing officer may not consider the validity or constitutionality of any applicable law or regulation.

D. The decision when rendered will be binding on the department.

E. The final hearing decision shall advise the participant of his or her right to appeal the CWD decision through the state fair hearing process within ninety (90) days of the date the decision was received by the participant. The final hearing decision shall also include a copy of the State Hearing Request form.

F. A copy of the final grievance hearing decision shall be mailed to each party and the authorized representative, if any, of each party.